



## JOB POSTING

<b>POSITION TITLE</b>	Personal Training & Testing Coordinator
<b>REPORTS TO</b>	Fitness Manager
<b>COMMITMENT</b>	37.5 hrs./week
<b>COMPENSATION PACKAGE</b>	Competitive for not-for-profit with benefits

### ORGANIZATION SUMMARY

Founded in 2008, PISE is a non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Excellence facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit [PISE.ca](http://PISE.ca) to learn more.

### POSITION SUMMARY

The Personal Training & Testing Coordinator is responsible for the development of fitness programs and services at PISE. This includes increasing revenues, quality control monitoring, staff development and overall leadership. The Personal Training & Testing Coordinator works in parallel with the Fitness Manager to maximize the impact, quality and scope of PISE's fitness services.

### KEY ROLES & RESPONSIBILITIES

- Supervise and coordinate all sales, client retention and administrative functions within PISE's personal training and extended services (nutrition, testing, mental training, and athletic therapy)
- Supervise, coordinate and deliver Occupational Testing services
- Continue to identify ways in which extended services such as nutrition, mental training, testing, and athletic therapy can be utilized to provide maximum client engagement
- Coordinate and maintain relationships with partners to enhance PISE's service capacity and scope within the community
- Conduct consultations with prospective clients
- Develop marketing and public relations materials to promote Personal Training and extended service options in collaboration with the Marketing and Communications Coordinator
- Deliver programming to current and prospective clients. Where necessary, transition new clients and groups to other members of the Strength & Conditioning Team to maximize engagement and revenue potential
- Ensure PISE programs are on the leading edge of S4L profile and delivery
- Ensure consistency of programs and strategies that provide for optimal client growth
- Oversee controls and monitors for client satisfaction, quality and potential safety issues
- Provide leadership and vision for adapted, Parasport and additional services for community members with mobility and developmental disabilities
- Responsible for program scheduling and coverage, payroll, and incentives

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- Attend community meetings as PISE's representative, including the Intermunicipal Recreation Managers Meeting meetings on an as needed basis
- Provide mentorship and professional development opportunities for Strength & Conditioning Team
- Conduct consistent staff meetings with significant impact on attendees
- Administer performance evaluations for direct reports at key points of employee's tenure which includes program shadowing

### KNOWLEDGE, SKILLS, AND ABILITIES

- Possesses strong leadership, interpersonal and administrative skills
- Analyzes issues and resolves problems with excellent judgement and decision-making skills
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals
- Understands strategies and identifies areas for improvements
- Establishes realistic plans and executes efficiently
- Demonstrates drive and initiative
- Ability to build strong relationship based on trust, support, and open communication

### QUALIFICATIONS

- Bachelor's Degree in Kinesiology, Recreation or other related field
- Strength and Conditioning Certification preferred (CSCS, CSEP-CEP)
- Working knowledge of point of sale system and Microsoft Office
- Experience managing a Fitness Centre, or related facility
- Experience with budget development, implementation and accountability
- Experience with instruction and curriculum design an asset
- First Aid Certificate (OFA Level 1 or 2 preferred)

### TO APPLY

Please submit a resume and a cover letter by **midnight, October 16<sup>th</sup>, 2022** to:

Brianna Coburn  
Human Resources & Admin Coordinator  
[careers@pise.ca](mailto:careers@pise.ca)

*Thank you for your interest in PISE.*

*Please note, due to the number of resumes received,  
only candidates selected for an interview will be contacted.*